

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Social Welfare Department – Guidelines for administration of the Integrated Welfare Hostel Complexes in respect of Social Welfare, BC Welfare and Tribal Welfare Departments – Orders - Issued.

SOCIAL WELFARE (SW.EDN.1) DEPARTMENT

G.O.Ms.No.50.

**Dated.18.05.2010.
Read the following:-**

- 1) G.O.Rt.No.11, S.W.(SW.Edn.1) Department dated.14.3.2007.
- 2) Government Memo No.12175/S.W.(Edn.1)/2009-1, dated.18.12.2010.
- 3) From the CSW, Hyderabad, Letter Rc.No.G1/3262/2009, dated.28.1.2010.
- 4) Minutes of the Meeting on IWHC's held on 22.2.2010 in the chambers of Spl. C.S., Tribal Welfare Department.

ORDER:

In the G.O. 1st read above, orders were issued according administrative sanction for opening up of 120 Integrated Welfare Hostel Complexes(IWHC) with a sanctioned strength of 400 students per Hostel in the State. The Hostels so sanctioned shall be run as single units under the administrative control of Social Welfare/BC Welfare/Tribal Welfare Departments, as per the following proportion:-

Name of the Department	No. of Hostels allocated
S.W. Deptt.,	66
BCW Deptt.,	40
TW Deptt.,	14
Total	120

2. In the memo 2nd read above, to formulate operational guidelines for administration of Integrated Welfare Hostel Complexes, the Commissioner of Social Welfare, Hyderabad, was requested to constitute a (3) men committee consisting of Joint Directors/Deputy Directors each from the Head of Departments of Social Welfare/ BC Welfare/Tribal Welfare Departments.

3. In the letter 3rd read above, the Commissioner of Social Welfare, Hyderabad, furnished the draft operational guidelines framed by the committee.

4. In the Minutes of the Meeting, 4th read above, guidelines for administration of the Integrated Welfare Hostel Complexes were formulated jointly by the Social Welfare, BC Welfare and Tribal Welfare Departments.

5. The Government after careful examination of the matter, hereby issue the following guidelines formulated in respect of administration of Integrated Welfare Hostel Complexes, that are to be followed by the Social Welfare/ BC Welfare/Tribal Welfare Departments jointly:-

- I. The completed Integrated Welfare Hostel Complexes shall be handed over to the District Officer of the Department in whose Administrative control, the Integrated Welfare Hostel Complexes is allotted as per G.O.Ms.No.11 Social Welfare(Edn.I) Dept., Dated.14.03.2007.
- II. All the HWOs of the merged hostels shall be posted in the IWHC so formed by merging the hostels, they shall follow staggered timings as follows on rotation basis so as to ensure that atleast one HWO is available in the premises round the clock.

7.00 AM – 3.00 PM
2.00 PM – 10.00 PM
9.00 PM – 7.00 AM

P.T.O.

- III. Attendance shall be taken at 7.00 AM in the Morning and 9.00 PM in the evening by the HWO who will be in duty during the period. The issue of raw material for cooking shall also be made by the HWO who is on duty at 6.00 AM in the morning and at 3.00 PM in the afternoon and necessary entries shall be made by the respective HWO in the *Stock & Issue Register* with due signature.
- IV. The HWO of the Department under whose administration the Integrated Hostel is allotted will be the HWO (Administration) of the IWHC. He/She shall be allotted the following functions:-
- a. He/She shall be the drawing and disbursing officer for diet, cosmetics and all other items for the boarders in the hostel.
 - b. He/She shall be the drawing and disbursing officer for the salaries of the Staff working in the IWHC. He/She shall prepare the bills and present to treasury along with all the required statements like attendance of boarders and statement of expenditure particulars item wise and day wise.
 - c. He/She shall maintain the Treasury Bill Register, Cash Book, Staff Register, Budget Watch Register, Vendors Registers, Staff Salaries Acquittance.
 - d. He/She shall be responsible for distribution of cosmetic charges to the hostel boarders and maintenance of Acquittance Register for Cosmetic Charges.
 - e. He/She shall also maintain the Permanent Articles Register.
 - f. He/She shall allot duties to other HWOs and staff on monthly basis for smooth maintenance of hostel. He/She shall also maintain a Movement Register for HWOs and staff.
 - g. He/She shall attend the monthly meetings in the office of the District Welfare Officer concerned and Other Meetings, the District administration informed about the monthly expenditure particulars and other issues.
- V. Other HWOs of merged hostels shall be re-designated as HWO (Academic) and HWO (House Keeping). Their duties will be as follows:-

I. HWO(Academic):

- a. He/She shall be responsible for the academic activities in the hostel.
- b. Good tutors shall be identified and appointed in the Hostel for providing coaching for the 10th class boarders and other classes as per rules.
- c. The quarterly and half yearly marks of the boarders shall be entered in a register/ HAI cards.
- d. He/She shall grade the students on the basis of marks and provide special attention to those weak in studies.
- e. Weekly tests shall be scheduled by him/ her and he/ she shall arrange for correction of the test papers.
- f. He/She shall interact with the Principals of the schools where the boarders are studying and discuss the academic performance of the boarders.
- g. He/She shall be responsible for distribution of Note Books and other study material to the boarders.
- h. He/She shall be mainly held responsible for achieving good results in SSC exams by the Hostel boarders.

II. HWO (House Keeping)

- a. He/She shall be responsible for the overall upkeep of the Hostel premises.
- b. He/She shall ensure that the toilets are functional and running water is available to the boarders.
- c. He/She shall ensure that safe drinking water is available to the boarders.
- d. He/She shall maintain Sick Boarder Register and Health Watch Register.
- e. He/She shall arrange for treatment of sick boarders including special diet for them.
- f. He/She shall be responsible for implementation of menu of the hostel boarders.
- g. He/She shall maintain the Material Distribution Register.
- h. He/She shall be responsible for distribution of trunk boxes, plates and glasses to the boarders.
- i. He/She shall be responsible for distribution of dresses, carpet and bed sheets to the boarders.
- j. He/She shall maintain Staff Attendance Register.
- k. He/She shall also attend to any other miscellaneous work relating to maintenance of Hostels.

VI. With regard to the strength of the IWHCs, the same shall be maintained in the range of 300 to 400 depending on the demand. The proportion of communities shall be as per proportionate summation of the existing sanctioned strengths of the merged hostels i.e., the sanctioned strength of the communities in the existing hotels shall be added to obtain the combined proportion of the communities in the IWHC, as given below:-

MODEL WORKSHEET FOR ARRIVING AT PROPORTIONS OF VARIOUS COMMUNITIES IN INTEGRATED WELFARE HOSTEL COMPLEXES														
Sl.No	Constituent Hostel	Sanctioned Strength & Proportion of Communities												Total (no)
		SC'S		ST'S		BC'S		Dalits converted Christians		Minorities		Others		
		No	%	No	%	No	%	No	%	No	%	No	%	
1.	SC Hostel	70	70%	5	5%	9	9%	12	12%	-	-	4	4%	100
2.	ST Hostel	10	10%	70	70%	10	10%	-	-	-	-	10	10%	100
3.	BC Hostel	10	10%	5	5%	76	76%	-	-	3	3%	6	6%	100
	Total for the resultant IWHC's	90	30%	80	26.66 %	95	31.66%	12	4%	3	1%	20	6.66 %	300
	IWHCs limited to 400 admissions	120	30%	106.66	26.66 %	126	31.66%	16	4%	4	1%	26.66	6.66 %	400

VII. If the strength of the IWHC is more than the stipulated number 400, then the excess of the existing boarders may be transferred to neighboring IWHCs or regular hostels. While transferring the boarders the combined proportion of the IWHC worked out as per clause VI shall be the guiding principle i.e., the communities exceeding their proportion shall be considered for transfer.

P.T.O.

- VIII. Entire expenditure of the IWHC may be drawn from the budget of the concerned Welfare Department which has been given administrative control over it. However the staff of other Welfare Departments including dailywage workers, contract staff etc shall continue to be managed by their respective Departments for the purpose of regularizations, transfers, promotions, retirement benefits etc. However their current salaries and other benefits shall be drawn by the HWO (Admn), treating them to be on deputation to the controlling (Administering) Department.
- IX. Instructions be issued to the concerned District Educational officers to plan and arrange for additional infrastructure and faculty in the schools, where the boarders of New IWHCs are proposed to be admitted.
- X. If the building vacated by the hostellers happens to be a Government building it may be handed over to the concerned Department for accommodation of College Hostel Boarders. In case if there is no College hostel for that Department, the same may be handed over to the other Welfare Department which may be needing the same.
- XI. Utencils at required size may be purchased and made available in IWHCs for cooking of food etc., to cater the needs of 400 boarders.
- XII. The kitchens of IWHCs may be modernised by providing Wet Grinder and steam cooker etc.,
- XIII. Daily New's papers may be provided and a good library may be housed in IWHCs.
- XIV. The services of (6) Vidya Volunteers with the assistance of Sarva Siksha Abhiyan may be utilised for the boarders of classes 3rd to 6th for undertaking tuitions to Hostel inmates.
- XV. The services of (6) tutors i.e., subject wise English, Maths, Physical Science, Natural Science, Social Studies and Hindi may be taken for 7th to 10th class boarders, special attention to be paid on 10th class boarders.
- XVI. The following items to be provided in IWHCs.
- a) One By-cycle.
 - b) Sewing machine in Girls IWHC.
 - c) Phone.
 - d) Computers (5) No.s
 - e) Colour TV large screen.
 - f) Sports equipment like cricket kit, volley ball etc.,
 - g) Furniture which may be required.
 - h) First Aid Kit.
- XVII. The services of one Male/Female Nurse may be engaged on contract basis or re-deployed from Health Department.
- XVIII. At least (10) Workers should be deployed from the merged hostels and on contract basis if the number available from merged Hostels is less than (10).
- XIX. The duties of the 10 workers shall be distributed as follows:
- a) Cooks-2
 - b) Assistant Cooks who shall also function as servers in dining hall -2
 - c) Sweepers -3 (who will also take care of garden, if any)
 - d) Watchman/Watch woman – 2
 - e) Scavenger who shall keep the bathrooms clean -1
6. The Commissioner of Social Welfare /Commissioner of Tribal Welfare/Commissioner of BC Welfare are requested to take necessary action as stated above.

7. This order issues with the concurrence of Finance(ESW) Department vide their U.O.No.128/A1/ESW/10, dated.20.04.2010.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.K. TIGIDI
PRINCIPAL SECRETARY TO GOVERNMENT(FAC)

To

The Commissioner of Social Welfare, Hyderabad.

The Commissioner of Tribal Welfare, Hyderabad.

The Commissioner of BC Welfare, Hyderabad.

All the District Collectors through the CSW, Hyderabad.

All the Joint Directors/Deputy Directors through the respective HOD's.

Copy to:-

The Social Welfare (TW.Edn/TW.Ser.I/TW.Bud/ SW.Ser.I/SW.Bud) Department.

The BC Welfare Department.

The Finance(ESW/BG) Department.

The PS to Prl. Secretary to CM/M(SW)/M(BCW)/M(TW).

The PS to CS/Spl.C.S.(TW)/ Prl.Secy(SW)/Prl. Secy(BCW) /Secretary(IF),Finance Deptt.,
SF/SC.

//Forwarded :: By Order//

SECTION OFFICER.